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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Director of Training
THRU : Chief, Operations School

FROM : Acting Chief, Headquarters Training

DATE: 28 February 1962

SUBJECT: Weekly Activities Report No. 8
22 - 28 February 1962

I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ITEMS

25X1A9a Information Reporting, Reports and Requirements (IRRR), Course Number 37 began on 26 February. Eleven persons were registered but two cancelled at the last minute. [REDACTED] reports his initial impression of the class as being a group of persons apathetic to instruction and possibly lacking the drive needed to achieve suitable quantitative levels of production. He hopes to correct this situation and notes that there are one or two individual exceptions to his initial impressions.

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Information Reports Familiarization: [REDACTED] of OTR is continuing with tutorial training in IRF and is reported to be making good progress in developing basic editorial skills.

25X1A Clandestine Services [REDACTED] Course Number 19 began its second week with some schedule adjustments caused by the moving schedule of DD/P. No lecture has had to be cancelled, however.

Counterintelligence:

A. Familiarization: A report for Course Number 30 and student evaluations will be sent forward this date.

B. Operations: Course Number 43 began on 26 February with fourteen persons registered. Two, however, had to cancel due to requirements within their own offices. Mr. [REDACTED] of OTR is attending the course in preparation for his forthcoming work as chief instructor of the CI Familiarization Course. The Operations Course has not yet been affected by the DD/P moving schedule, with one exception. Mr. [REDACTED] of EE is unable to give

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his lecture this date on the East German intelligence and security services. The subject will be covered by a member of

Records Officers Course: Course Number 6 began on 27 February. As of 26 February 24 persons were registered. Eight persons either failed to appear when the course started or were formally cancelled. This matter is being checked into.

Covert Action Operations: Mr. [REDACTED] has prepared an initial draft schedule of Course Number 54, to begin 26 March.

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Scientific and Technical Operations: Mr. [REDACTED] has arranged with NASA to visit the Space Flight Center at Greenbelt, Maryland, and Langley Center as well. Mr. [REDACTED] will accompany Mr. [REDACTED]. These visits will take place within the next few days. Work on the schedule for the next course is under way. Its date has been moved up from 9 April to 23 April in order to avoid a possible conflict with OTR's move to Langley. The change was agreeable to OSI.

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III. ADMINISTRATION

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Mrs. [REDACTED] took two hours sick leave 23 February.

Mr. [REDACTED] took eight hours annual leave 23 February.

Dr. [REDACTED] continues on sick leave.

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